

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: RECREATION SUPERVISOR

DEPARTMENT: RECREATION

BASIC FUNCTION:

Under general supervision, perform professional recreation work in a variety of recreational programs of the City; conduct, organize, and supervise recreation program activities and staff; and perform related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the senior classification in the Recreation series before management level. Incumbents assigned to this classification are responsible for coordinating assigned program activities as well coordinating responsibilities for city-wide programs. Positions assigned to this class are distinguished from the Recreation Specialist class by the scope and level of administrative and supervisory responsibility assigned.

KEY RESPONSIBILITIES:

Plan, organize, and coordinate multiple recreation programs, and directly participate in a variety of City-wide recreation program activities.

Supervise and direct full-time and/or hourly staff in a variety of City-wide recreation program activities.

Make recommendations regarding the organization, scheduling, and staffing of various recreation program activities to department management.

Develop recreation programs and procedures; oversee implementation within assigned area.

Prepare periodic reports and news releases; maintain activity and progress records.

Attend meetings and assist in providing staff support to the Parks and Recreation Commission, including the preparation and presentation of technical staff reports.

Respond to citizen complaints and requests for information; present information to the public on event activities.

Assist in budget preparation and administration for the department.

Assist in the development of goals, objectives, and policies for the Recreation Department.

Act as liaison with school district officials.

Make recommendations and assist in contract administration.

Assist in the coordination of recreation activities with other City departments and divisions, and with outside agencies.

Perform related duties as assigned or requested.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Philosophy, principles, and practices of public recreation programs.

Major sports, games, and other recreational activities suitable for children, adolescents, adults, and senior citizens.

City of Carlsbad policies and rules related to recreational programs and general administrative practices and procedures.

Operation and scheduling of a recreation/community center facility.

Principles of supervision, training, and evaluation.

First aid method and safety precautions related to recreation settings, athletic fields, swimming pools, and senior citizen centers.

Ability to:

Plan, organize and coordinate the program activities of recreation programs.

Maintain the operation and scheduling of a recreation/community center facility.

Communicate clearly and concisely, orally and in writing.

Supervise a variety of recreational programs and instruct individuals and groups in recreational activities.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Supervise, train, and evaluate assigned staff.

EXPERIENCE AND EDUCATION:

Any combination equivalent to the experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a Bachelor's degree from an accredited college or university with major work in recreation or a related field.

Two years of professional experience involving the development and supervision of a variety of recreation programs for all age groups.

SPECIAL REQUIREMENTS:

Possession of a valid Class C California Driver's License.

Must meet State of California Tuberculosis test requirements.

If assignment involves working with minors, in accordance with the Health and Safety Code Section 10911.5 (a), cannot have any convictions related to drugs, sexual misconduct, assault or related offenses involving minors; and CA Penal Code Section 11165.9 requires responsibility to report suspected child abuse.

Work weekends, holidays, and evenings as assigned.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

Incumbents frequently drive to site locations, attend outdoor activities and events and occasionally be required to physically exert themselves (run, walk, stoop, bend, reach) in the supervision of recreational activities. Some positions may occasionally require incumbents to lift or move moderately heavy equipment, or materials during the course of duties assigned. This position may also require frequent exposure to the weather during the course of performing the essential duties.

DATE APPROVED: 4/05/02